



SPECIAL OFF-STREET PARKING PERMIT APPLICATION

PERMIT NUMBER _____

CITY OF LONSDALE • PO Box 357 • 415 CENTRAL STREET WEST, LONSDALE, MINNESOTA 55046 • PHONE: (507)744-2327 • FAX: (507)744-5554

(APPLICANT TO COMPLETE PAGE 1)

OWNER / APPLICANT INFO

PROPERTY ADDRESS		PARCEL ID	
PROPERTY OWNER		PHONE #	
ADDRESS	CITY	STATE	ZIP
APPLICANT		PHONE #	
ADDRESS	CITY	STATE	ZIP

SPECIAL PERMIT – TYPE (CHECK ALL THAT APPLY)

<input type="checkbox"/> Pre-1990 Neighborhood - Non-Conforming Prop. (Prior to 1990) <input type="checkbox"/> Post-1990 Neighborhood - Non-Conforming Prop. (1990 – 4/13/17) Other _____	Time Extension	<input type="checkbox"/> Seasonal Vehicle – Season Extension <input type="checkbox"/> Comm. Vehicle & Equip. – Long-Term Parking Duration/Date: _____
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EXISTING - PROPERTY CONDITIONS & VEHICLE INFO (CHECK ALL THAT APPLY)

<input type="checkbox"/> Gravel, Dirt, Grass - Parking Surface	<input type="checkbox"/> Parking Pad Retaining Wall	<input type="checkbox"/> Absent Screening Fence/Evergreens
<input type="checkbox"/> Pad/Vehicle in Prohibited Yard	<input type="checkbox"/> Pad/Vehicle within Setback Area	<input type="checkbox"/> Unique Lot Size or Configuration
<input type="checkbox"/> Multiple Driveway Accesses to Road	<input type="checkbox"/> Rear or Side Yard Alley Access	<input type="checkbox"/> Reduced Setbacks
<input type="checkbox"/> Other _____		

PROPOSED - PROPERTY IMPROVEMENTS & VEHICLE PLACEMENT (CHECK ALL THAT APPLY)

<input type="checkbox"/> Paved / Repaired Parking Surface	<input type="checkbox"/> Gravel / Decorative Rock (4" thick)	<input type="checkbox"/> Weed Prevention Fabric
<input type="checkbox"/> High-Quality, Sturdy Edging	<input type="checkbox"/> Screening Fence (6') or Evergreens	<input type="checkbox"/> Elimination of Tall Grass/Weeds
<input type="checkbox"/> Proper Drainage (tile, swale, slope)	<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Removal of Other Items on Pad
<input type="checkbox"/> Vehicle Cover (snug neutral color)	<input type="checkbox"/> Vehicle(s) Moved to Better Location	<input type="checkbox"/> [SEE ATTCHED MAP / NOTES]

Maintenance. At a minimum, all non-conforming parking areas shall be kept in good repair and appearance, free of weeds/grass, and surfaced with at least four (4) inches of gravel/rock, constructed on top of a commercial grade weed prevention fabric, and contained by high-quality, sturdy edging. Any unmaintained parking areas, as determined by the City Administrator or his/her designee, may lose their non-conforming status, and be subject to the latest regulations.

OWNER / APPLICANT ACKNOWLEDGMENT & SIGNATURE

This permit becomes null and void if work or construction authorized is not commenced within 180 days of the issuance date, or if construction or work is suspended or abandoned for a period of 180 days at any time after work has commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. I agree that all laws and ordinances governing off-street vehicle parking and parking pad construction in Lonsdale will be complied with whether they are specified herein or not. The granting of a permit does not give authority to violate or cancel the provisions of any other state or local law regarding construction or the performance of construction.

SIGNATURE	DATE
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OFFICE USE ONLY

(CITY STAFF TO COMPLETE PAGE 2)

SPECIAL PERMIT REQUIRED (CHECK ALL THAT APPLY)

	Special Permit Required	Notes
<input type="checkbox"/> Pre-1990 Neighborhood (prior to 1990)	Yes	ONLY for property/vehicle(s) adversely affecting neighboring properties as determined by City
<input type="checkbox"/> Post-1990 Neighborhood (1990- 4/13/17)	Yes	ONLY if pad/vehicle(s) are deemed out of compliance due to its location, setbacks, surfacing, or screening
<input type="checkbox"/> Seasonal Vehicle – Season Extension	Yes	ONLY in the case of 1) unseasonable weather, 2) extended sport season, or 3) similar circumstances
<input type="checkbox"/> Comm. Vehicle & Equip. – Long-Term Parking	Yes	ONLY for 1) Major Commercial Vehicles or 2) outside parking/storage of contracting equipment

QUALIFYING CRITERIA & CONDITIONS

Qualifying Criteria. Approval or denial of a special permit shall be solely within the discretion of the City based on the qualifying criteria and conditions noted below. A special parking permit may be authorized by the City Administrator or his/her designee based if any of the following criteria and conditions:

<input type="checkbox"/> Existing non-conforming parking pad and/or parked vehicle	<input type="checkbox"/> Irregular lot size and/or unique lot configuration
<input type="checkbox"/> Multiple driveways/accesses to/from public road or alley	<input type="checkbox"/> Reduced setbacks (e.g. distance from garage ↔ road)
<input type="checkbox"/> Other _____	

Conditions. All special permits issued by the City may be subject to conditions to **lessen the impact** on neighboring properties including, but not limited to: 1) increased setbacks, 2) specific parking location, 3) time limits, and 4) site improvements, such as screening, surfacing, edging, and weed protection fabric. Although, non-conforming properties shall work towards resolving non-compliant items over time, the City may stipulate that specific conditions/improvements be completed within a specific timeline.

Required Conditions:

<input type="checkbox"/> <i>Required Setback:</i>	<input type="checkbox"/> <i>Req. Parking Location:</i>	<input type="checkbox"/> <i>Req. Site Improvements:</i>	<input type="checkbox"/> <i>Time Limits</i>
Front: _____ ft.		<input type="checkbox"/> Surfacing (paved / repair)	Permit Extension Date/Duration _____
Side: _____ ft.		<input type="checkbox"/> Screening (trees / fence)	
Rear: _____ ft.		<input type="checkbox"/> Edging <input type="checkbox"/> Weed Fabric	Completion Date/Duration _____
Other _____		<input type="checkbox"/> Removal - Weeds/Grass	

CONTACTS	FEES	RECEIPT
POLICE DEPARTMENT (507) 744-2300 CITY HALL (507) 744-2327	PERMIT FEE \$ <u>FREE</u>	<input type="checkbox"/> CHECK <input type="checkbox"/> CASH <input type="checkbox"/> CREDIT CARD
APPROVAL		
_____ CITY ADMINISTRATOR / CITY PLANNER – APPROVAL	PERMIT REVIEW & INSPECTIONS \$ <u>FREE</u>	_____ RECEIPT / Ck. No.
_____ POLICE CHIEF – APPROVAL	TOTAL \$ <u>FREE</u>	_____ DATE ISSUED